



Bylaws of the Rockport Parks and Beautification Committee of the Town of Rockport, Maine

Mission Statement

“Rockport Parks and Beautification Committee”

To foster in Town residents, businesses, and employees a spirit of ownership and caring for the Town’s landscaping, Parks and infrastructure.

Section 1. Purpose and Scope

The purpose of the Rockport Parks and Beautification Committee of the Town of Rockport is to act as a clearing house which will help coordinate the efforts of multiple Town departments, committees, and Townspeople who are interested in the appearance of the Town. This committee will then submit recommendations to the Select Board. The committee will provide stewardship for the Town’s Eight (8) parks: (Mary Lea, Goodridge, Cramer, Memorial, Walker, Harbor, Kononen and Glen Cove, as well as other public areas with gardens and landscaping. The committee will work in close cooperation with the director of public works, harbormaster and Rockport Garden Club.

The committee will work closely with director of public works in developing the annual budget for the town parks.

The purpose of these bylaws is to establish reasonable rules of procedures for committee meetings and to promote the fair, orderly and efficient conduct of the committee’s proceedings and affairs.

Section 2. Membership

The Committee shall consist of nine (9) members and up to five (5) alternate members. A member of the committee shall serve for a term of three years and may be reappointed by the Select Board. Terms shall be staggered to provide for orderly transitions.

If a member fails, without being excused by the Chair, to attend three meetings over any twelve-month period, that person must resign, and the Chair will notify the Town Manager of a vacancy on the committee. Every effort shall be made to include a variety of representatives from among

the different constituents, including Conservation Committee, Capital Improvement Committee and Legacy Rockport.

The director of public works, and the harbormaster shall be ex-officio members. There shall be at least (1) liaison from the Select Board.

Section 3. Officers; Duties

Officers of the committee shall consist of a Chair, Vice-Chair and Secretary to be chosen at the organizational meeting in July of each year by the committee from among committee members. The Committee Chair shall preside at all meetings; however, in the absence of the Chair the Vice-Chair shall serve. The recording Secretary shall maintain a permanent record of all committee meetings and all correspondence of the committee, which shall be a public record. This record shall be submitted to the select board in its monthly meeting agenda. The Chair shall set the agenda.

Section 4. Meetings

Meetings shall be held each month or as otherwise necessary. Meetings may be called at the discretion of the Chair or Town Manager, or upon the request of most of the committee. Any meeting called shall be done in a manner that provides proper notice to each member and to the public. A quorum (the minimum number of members that must be present to make the proceedings of the meeting valid) will be attained with five (5) members present. Meeting minutes shall be recorded and publicly available.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the Committee to meet in person.

Section 5. Participation, Voting and Decisions

Members, including alternates, may participate in a meeting by electronic means but not vote or be considered part of the quorum unless physically present. Alternates may participate in any meeting but shall not be included for quorum or voting purposes except in the absence of a regular member.

All final decisions shall be in writing and shall become a part of the committee's permanent record.

Section 6. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 7. Waivers; Amendments

These bylaws, or any provision thereof, may be waived but only if they remain consistent with applicable law. These bylaws may be amended at any time in writing by majority vote of the Committee after notice on the proposed amendment but shall not be effective until approved by the Select Board.

Approved by the Rockport Beautification Committee on September 25, 2018

Adopted by the Select Board on October 23, 2018

Approved by the Rockport Parks and Beautification Committee on August 14, 2019

Approved by the Select Board on August 26, 2019

Amended by the Rockport Parks and Beautification Committee on March 11, 2020

Approved by the Select Board on March 23, 2020.

Amended by the Rockport Parks and Beautification Committee on October 20, 2021

Approved by the Select Board on November 1, 2021